



**MIAMI-DADE COUNTY, FLORIDA
HERBERT S. SAFFIR PERMITTING AND INSPECTION CENTER**


**Department of Regulatory and Economic Resources
Board and Code Administration Division**

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ADVISORY MEMO

TO: ALL BUILDING OFFICIALS IN MIAMI-DADE COUNTY

FROM: Jaime D. Gascon, P.E. 
Board and Code Administration Division

DATE: June 9, 2023

SUBJECT: Appointment of Chief Structural Plans Examiner

Please note that the new chapter 8 changes (MDCC Sec. 8-21.3(d)) require the appointment of a Chief Structural Plans Examiner in each jurisdiction. If the selected individual is already a Structural Plans Examiner in the jurisdiction, we can accept an email from the Building Official designating the individual. If not, please provide a new application for the proposed new chief.

If you have any questions on this matter, please contact Lundy Clarke, Senior Code Officer, at (786) 315-2057 (Office), or (305) 299-6775 (Mobile), or via email at Jeanne.Clarke@miamidade.gov.